



MIAMIBEACH

City of Miami Beach, 1700 Convention Center Drive, Miami Beach, Florida 33139, www.miamibeachfl.gov

PERSONNEL BOARD MINUTES OF THE MEETING OF AUGUST 9, 2013

Attending:	Gabriel Paez	Chairperson
	Moj Khaghan Danial	Vice Chairperson
	Laurie Davis	Associate Member
	Lori Gold	Associate Member
	Rosalie Pincus	Associate Member
	George Castell	Employee Member
	Sylvia Crespo-Tabak	Human Resources Director and City Liaison
	Robert Rosenwald, Jr.	Senior Assistant City Attorney
Absent:	Christopher Diaz	Employee Member
	Evette Phillips	Employee Member

The Personnel Board meeting was called to order at 9:05 AM by Gabriel Paez, Chairperson.

Item 1: Introduction of new associate members:

Chairperson Paez thanked the following newly appointed members for serving and further allowed a few minutes to briefly introduce themselves to the Board:

- a) Laurie Kaye Davis
- b) Lori E. Gold, J.D., M.S.

Item 2: LTC #223-2013, Personnel Board Group 2 Election Results: George Castell.

Chairperson Paez thanked Employee Member Castell for serving the Board and further allowed a few minutes to explain the role of the Employee Members.

Item 3: Attendance.

Chairperson Paez emphasized the importance of attending the scheduled meetings to avoid lack of quorum. Chairperson Paez further reminded the board that three absences in a calendar year will result in removal from the board.

Item 4: Classified Performance Evaluations: Review past due Performance Evaluation Reports for Classified Employees.

Vice Chairperson Khaghan Danial pointed out to the Board that the statistics continue to be high for Fire, Parks and Recreation, Police and Public Works. City Liaison Crespo-Tabak informed the Board that some of the numbers are high due to the transition that these divisions go through. City Liaison Crespo-Tabak also informed the Board that the Human Resources Department will continue to work with all City departments on this matter.

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**Item 5: Performance Evaluation Appeals Hearing:
Ricky Falls, formerly Code Compliance Officer I.**

Employee Member Castell recused himself from participating in this item. Vice Chairperson Khaghan Danial requested that Employee Member Castell participate and be recused from voting on the item. The motion was seconded by Chairperson Paez.

Chairperson Paez opened the floor to Mr. Falls to state the purpose of his appeal. Mr. Falls stated that he left Code Compliance on March 25, 2013 to work for Real Estate on a full-time basis. On May 15, 2013, he received his evaluation covering the period February 24, 2012 to February 23, 2013. Mr. Falls is appealing the score for Teamwork. Mr. Falls stated that he was given the same score in Teamwork as the previous year. He further read a summary from performance summary: *"CCO Falls has made improvements in his communications with his supervisor and chain of command, and can further improve by continuing to request his immediate Code Compliance Administrator to clear any directive that he is unclear in an effort to avoid future misunderstandings."*

Chairperson Paez requested clarification from Code Compliance Supervisor Kenneth Varela about the comment. Supervisor Varela stated that Mr. Falls improved in communications with his supervisors but not with team. Employee Member Castell mentioned that Mr. Falls was a part-time Code Compliance Officer and did not have the responsibilities of a full-time Code Compliance Officer. Chairperson Paez pointed out no clarification was provided on the evaluation regarding the poor communications with coworkers.

Chairperson Paez emphasized the importance of completing performance evaluations on a timely basis to avoid scenarios as this case.

Chairperson Paez called for a vote on the teamwork score for the 2013 performance evaluation.

• **Individual Performance Factors**

Motion to raise the score to 5 from 4 in the category "Teamwork".

Motion by Chairperson Paez; seconded by Vice Chairperson Danial

All members present voting in favor - Approved 5 - 0

• **City Wide Performance Factors**

Motion to raise the score to 5 from 4 in the category "Teamwork".

Motion by Chairperson Paez; seconded by Vice Chairperson Danial

All members present voting in favor - Approved 5 - 0

Employee Member Castell requested clarification on how the Code Compliance Department should proceed in making the modifications. City Liaison Crespo-Tabak requested that a revised evaluation be submitted to the Human Resources Department. City Liaison Crespo-Tabak also informed the Board that the Human Resources Department would attach the revised evaluation once received from Code Compliance and copy of the Personnel Board minutes to Mr. Falls' evaluation stamping the original "Document no longer in effect".

Employee Member Gold inquired on the procedure on the Board's authority related to making performance evaluation changes. Attorney Rosenwald stated that the board can change a score rated below five up to a maximum of five.

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Item 6: Update on Personnel Rules for the Classified Service.

Vice Chairperson Khaghan Danial stated that the subcommittee has completed reviewing the Personnel Rules. Vice Chairperson Khaghan Danial further requested to have the September meeting exclusively reserved for the purpose of reviewing and discussing the revisions made to the rules. Chairperson Paez seconded the motion and requested the Board members to reserve two hours to review the final draft of the Personnel Rules. Upon motion by Vice Chairperson Khaghan Danial, and seconded by Chairperson Paez, the Personnel Rules will be the only item on the September agenda.

Item 7: Open Forum Discussion.

Chairperson Paez stated that the next scheduled Personnel Board meeting will be two hours on Friday, September 20, 2013 to go over the revisions to the Personnel Rules.

With all in favor, the meeting adjourned at 9:58 AM.


Sylvia Crespo-Tabak
Human Resources Director